

## Job Announcement

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<b>Opening Date:</b>	July 21, 2008	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Deputy Director, Emergency Management & Court Security	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	085641	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts Annapolis, Maryland	<b>Grade/Salary Range:</b>	S03 \$63,557 - \$99,797
		<b>Financial Disclosure:</b>	Yes

### State employees subject to Promotion/Demotion Policy

**Essential Functions:** The Deputy Director will serve as a security consultant and be responsible for assisting the appellate courts, the circuit courts and the facilities within the Annapolis Complex in the development, implementation, testing and evaluation of effective programs for courthouse and building security. The Deputy Director will work collaboratively with the District Court Security Coordinator and together serve as the liaison with judges and court staff, local and state legislative and executive branch agencies, public safety and law enforcement institutions, as well as community groups. The Deputy will collaborate with the Director to incorporate security measures into overall preparedness planning. The department also will oversee the security staff within the Annapolis Complex.

**Education:** A Bachelor's Degree from an accredited college or university in a relevant area of concentration.

**Experience:** A minimum of five years experience in the development, implementation, testing and evaluation of security programs, preferably in a court or government environment.

**Note:** An advanced degree is preferred and may be substituted for equivalent years of experience.

**Skills/Abilities:** Knowledge of emergency management techniques; practices and principles of security administration; and overall program and policy development. Proven ability to administer and coordinate large scale security programs in diverse venues including the oversight of staff, services and resources. Excellent communication and management skills. Ability to work collaboratively with a wide diversity of internal and external stakeholders. Ability to build consensus in the formulation of emergency management and security policies and procedures. Ability to interpret and apply policies, procedures and regulations. Ability to analyze emergency management requirements with emphasis on security and safety, and formulate appropriate recommendations. Ability to conduct security inspections and organize data into clear and logical sequences, to advise and convince senior management on security measures dictated by operational necessities; to develop and implement short and long term plans; to set priorities and complete multiple activities simultaneously within established deadlines; and to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.